

Chapter 6: Using the CPRS Med Order Button

Understanding the CPRS Med Order Button	6-3
Benefits of This Chapter	6-3
Providing a Link to CPRS	6-3
How the CPRS Med Order Button Works	6-3
Verifying the Documentation Process.....	6-3
Enabling the CPRS Med Order Button Functionality	6-4
Workflow Chart for CPRS Med Order Button	6-5
Using the CPRS Med Order Button	6-6
Ordering and Documenting STAT or NOW Orders	6-6
Accepting an Administered Unit Dose Order	6-9
Accepting an Administered IV Order	6-10
Reviewing and Signing STAT or NOW Orders.....	6-11
Processes Completed By Each Application	6-13

Understanding the CPRS Med Order Button

Benefits of This Chapter

This chapter describes the process for using the CPRS Med Order Button (or “Hot Button”) in BCMA V. 2.0. It describes the many benefits of this new enhancement, and the steps for using it — plus it provides a flow chart for you to discover the workflow using this button.

Providing a Link to CPRS



TIP:

The CPRS Med Order button is particularly useful in ICU-type environments, where STAT and NOW medication orders are quite common.

BCMA V. 2.0 now includes the CPRS Med Order Button, a “link” to CPRS for electronically ordering, documenting, reviewing, and signing verbal- and phone-type STAT and NOW (One-Time) medication orders for Unit Dose and IV medications that you have already administered to patients. This feature is particularly beneficial in ICU-type environments, as it helps streamline the workflow in such a busy setting. For instance, this button provides a secure, seamless environment for interfacing with three **VISTA** applications to electronically document the medication administration process. They include BCMA V. 2.0, CPRS V. 1.0, and Inpatient Medications V. 5.0.

How the CPRS Med Order Button Works

Using the “Hot Button” in BCMA is quick and easy. Simply click the CPRS Med Order button on the BCMA VDL Tool Bar to perform tasks using the BCMA Order Manager and CPRS Order dialog boxes. These order types are then passed to the Inpatient Medications V. 5.0 software application as “nurse-verified” expired orders with a priority of “Done.” A Pharmacist must still verify these order types. The Provider selected during the Ordering process will receive an “alert,” requesting their electronic signature on the order.

Verifying the Documentation Process

Order types documented with the CPRS Med Order button do *not* display on the VDL *unless* they are large-volume IV or non-intermittent syringe type orders administered over a period of time. In that case, they display on the VDL under the IV Medication Tab as “Infusing.”

You can, however, print the Medication Log and the MAH Reports from the Reports menu (or Tool Bar) within BCMA, or using the Reports Tab in CPRS, to verify that these orders were properly documented. On the Medication Log, the text titled “BCMA/CPRS Interface Entry,” displays opposite the order. You can edit these orders using the *Edit Medication Log* [PSB MED LOG EDIT] option in the CHUI version of BCMA.



TIP:

Unit Dose and IV Piggyback orders do *not* display on the VDL since One-Time orders only display until the Stop Date/Time of the order.

Understanding the CPRS Med Order Button

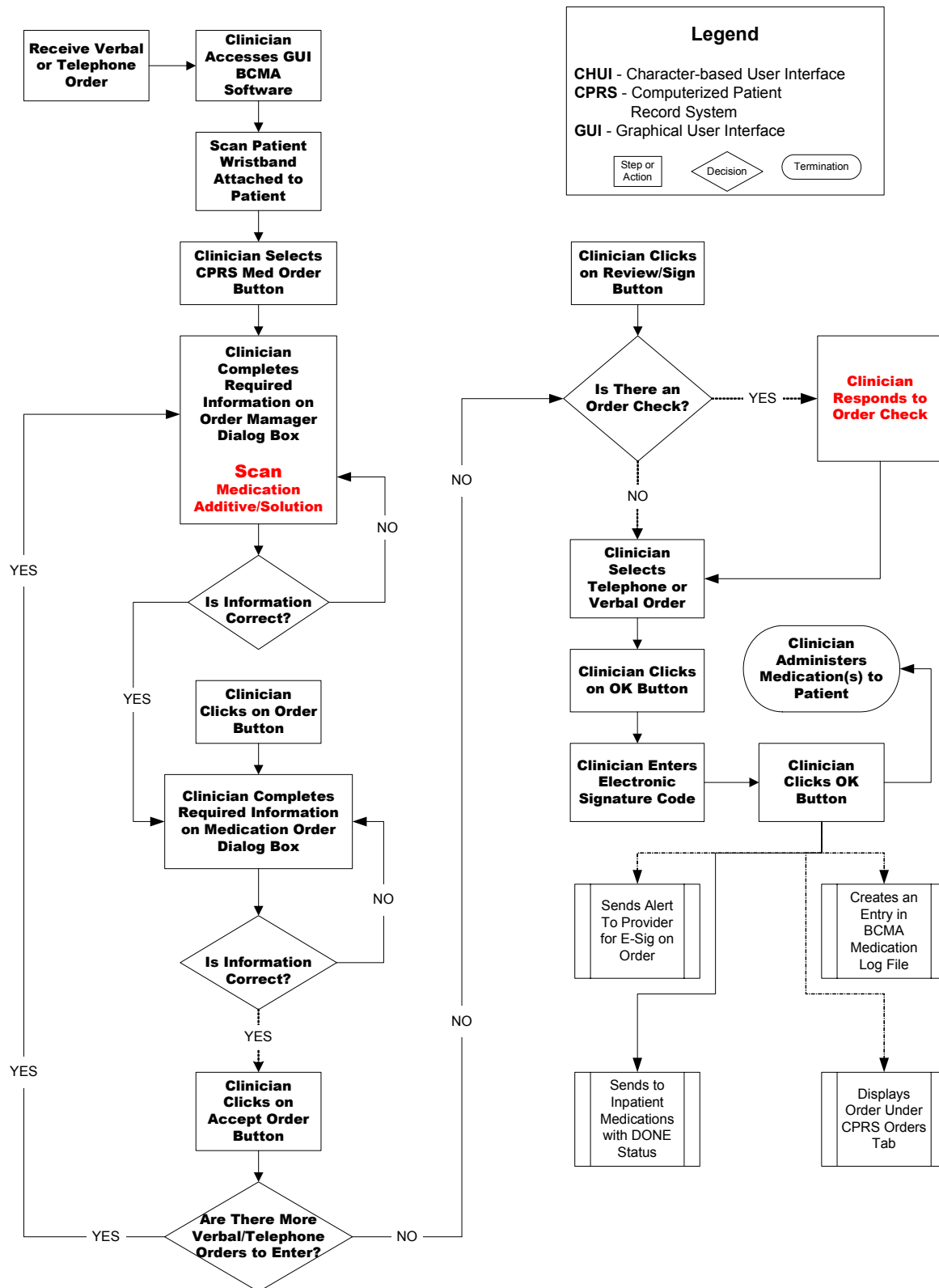
Providing a Link to CPRS (cont.)

Enabling the CPRS Med Order Button Functionality

You can enable the CPRS Med Order Button functionality, at your facility/division, by performing the steps listed below.

- 1** Select the “Enable CPRS Med Order Button” check box under the Parameters Tab of the GUI BCMA Site Parameters application.
- 2** Assign the secondary menus “PSB GUI CONTEXT – USER” and “OR BCMA ORDER COM” to each BCMA user.
- 3** Assign the PSB CPRS MED BUTTON security key to appropriate site personnel.
- 4** Verify that the user has been assigned the ORELSE security key associated with CPRS.

Workflow Chart for CPRS Med Order Button



Using the CPRS Med Order Button

Ordering and Documenting STAT or NOW Orders



TIP:

You can enter Unit Dose and IV orders using the same CPRS Med Order Button session, regardless of the Medication Tab selected on the VDL.

Follow the instructions in this section to use the CPRS Med Order Button from the BCMA VDL. Once you activate the button, BCMA passes patient data from the BCMA Order Manager dialog box to CPRS, for ordering, documenting, reviewing, and signing STAT or NOW medication orders already administered to patients.

Note: The patient that you are ordering and documenting orders about must have a status *and* location of “inpatient.”

To Order/Document STAT or NOW Orders:

- 1 Click the **CPRS MED ORDER** button on the Tool Bar of the BCMA VDL. The BCMA Order Manager dialog box then displays.

Example: BCMA Order Manager Dialog Box

Order Manager

Order Type: ☒ Unit Dose ☐ IV

IV's: IV Type: Int Syringe:

Provider:

Injection Site:

Action Date/Time:

Medications and/or Solutions Scanned

Scanner Status: Not Ready

Scan Medication Bar Code:

Using the CPRS Med Order Button

Ordering and Documenting STAT or NOW Orders (cont.)



TIP:

If you omit the year, the computer uses the current year. A two-digit year assumes no more than 20 years in the future, or 80 years in the past.



TIP:

You can document/order several Unit Dose medications, one after the other, provided you are scanning (or entering) the same *orderable item*.

To Order/Document STAT or NOW Orders: (cont.)

- 2 Under the Order Type area of the dialog box, perform one of the following actions:
 - Select the Unit Dose Radio button if you want to order/document a STAT or NOW Unit Dose medication. Proceed to step #3.
 - Select the IV Radio button if you want to order/document a STAT or NOW IV medication. Then complete the IV's area of the dialog box, and proceed to step #3.
 - The fields that need completed under the IVs area of the dialog box relate to the IV Type selected.
- 3 Complete the Provider field, and then press **TAB** to move to the Injection Site field, and complete that field if applicable to the order.
 - If you enter the **Provider's full last name and first name**, BCMA finds an exact match.
 - If you enter the **Provider's last name or a portion of their last name**, and then press **TAB**. BCMA provides matches in a list box so you can select the correct Provider for the order.
 - The Provider selected for this field will receive an "alert" notifying them that they need to sign the order.

Keyboard Only Users: Press **TAB** to move among the fields within the dialog box. Use the **DOWN ARROW**, within a list box, to make your selection.

- 4 Complete the Action Date/Time field, and then press **TAB** to display your date/time entry and continue with the order/document process.
 - Enter the date and time when you administered the medication to the patient, using the VA FileMan date formatting guidelines listed below. Keep in mind that the system does *not* accept a date/time in the future.

Date Formatting

- May 1, 2002, 01 MAY 02, 5/01/02, 050102
- N (for Now)
- T (for Today)
- T-1 (for Yesterday)

Time Formatting

- 00:00 (For example, 14:00 for 2:00 p.m.)

Using the CPRS Med Order Button

Ordering and Documenting STAT or NOW Orders (cont.)

To Order/Document STAT or NOW Orders: (cont.)

- 5 Scan the bar code number on the Unit Dose medication or IV Additive/Solution ordered for the patient. BCMA will process the scan, and then display the medication or additive/solution in the Medications and/or Solutions Scanned list box.
 - **If multiple drugs are available for the selected order,** BCMA provides a list box with choices. Select the medication that you want to document/order, and then click **OK** to enter your selection in the Medications and/or Solutions Scanned list box.
 - **If the bar code is missing or unreadable,** enter one or more alpha characters in the Scan Medication Bar Code field, and then press **ENTER**. BCMA will perform a look-up for you, and then display its findings. Select a drug name, and then click **OK** to enter your selection directly into the Medications and/or Solutions Scanned list box.

Note: If your Scanner setting has an **ENTER** (carriage return) defined at the end of each scanning session, the medication look-up will occur without you having to press **ENTER**.

- 6 Click the **ORDER** button to continue the ordering process. A CPRS Order dialog box displays related to the type of medication order that you entered.
 - If you placed a Unit Dose medication order, [click here](#) to proceed to the section “Accepting an Administered Unit Dose Order.”
 - If you placed an IV medication order, [click here](#) to proceed to the section “Accepting an Administered IV Order.”

Using the CPRS Med Order Button

Accepting an Administered Unit Dose Order

The CPRS Medication Order dialog box displays so you can complete and accept the STAT or NOW Unit Dose medication order that you just ordered/documentated for your patient.

Example: CPRS Medication Order Dialog Box

Dosage	Route	Schedule
325MG		NOW
10MG 0.029		NOW
20MG 0.058		STAT
325MG 0.025		
650MG 0.05		

Comments: Give with milk.

ACETAMINOPHEN TAB
325MG NOW Give with milk.

Accept Order Quit



TIP:

CPRS provides a message if information is missing from fields, or needs corrected.

To Accept an Administered Unit Dose Order:

- 1 Enter data in the Dosage, Route, and Schedule fields of the dialog box, if they are not populated from BCMA. You can enter information in the Comments field, if desired.
- 2 When you are done entering the data, click the **ACCEPT ORDER** button. CPRS will perform order checks, and prompt you to address these checks should they occur. CPRS returns you to the BCMA Order Manager dialog box to order/document additional administered STAT or NOW Unit Dose orders, or to the Review/Sign Changes dialog box to review and sign this order. [Proceed to step #7.](#)

Keyboard Only Users: Press **TAB** to move among the fields of the dialog box and to activate the **ACCEPT ORDER** button. Once activated, press **ENTER** to display the BCMA Order Manager dialog box again for ordering/documenting additional Unit Dose medication orders.

Note: If you click **QUIT**, CPRS displays a message asking if you want to save the order. If you click **NO**, CPRS cancels the order and returns you to the BCMA Order Manager dialog box so you can begin again.

Using the CPRS Med Order Button

Accepting an Administered IV Order

The CPRS IV Fluid Order dialog box displays so you can complete and accept the STAT or NOW IV Additives/Solutions medication order that you just ordered/documentated for your patient.

Example: CPRS IV Fluid Order Dialog Box

Solution/Additive	Volume/Strength
DEXTROSE INJ,SOLN	500 ML

Infusion Rate: 500 ml/hr

Comments:

Order text: DEXTROSE INJ,SOLN 500 ml 500 ml/hr

Buttons: Accept Order, Quit



TIP:

CPRS provides a message if information is missing from fields, or needs corrected.

To Accept an Administered IV Order:

- 1 Enter the volume or strength for the additive or solution, and then enter data in the Infusion Rate field of the dialog box, if it is not populated from BCMA. You can enter information in the Comments field, if desired.
- 2 When you are done entering the data, click the **ACCEPT ORDER** button. CPRS will perform order checks, and prompt you to address these checks should they occur. CPRS returns you to the BCMA Order Manager dialog box to order/document additional administered STAT or NOW IV orders, or to the Review/Sign Changes dialog box to review and sign this order. [Proceed to step #7.](#)

Keyboard Only Users: Press **TAB** to move among the fields of the dialog box and to activate the **ACCEPT ORDER** button. Once activated, press **ENTER** to display the BCMA Order Manager dialog box again for ordering/documenting additional IV medication orders.

Note: If you click **QUIT**, CPRS displays a message asking if you want to save the order. If you click **NO**, CPRS cancels the order and returns you to the BCMA Order Manager dialog box so you can begin again.

Using the CPRS Med Order Button

Reviewing and Signing STAT or NOW Orders



TIP:

The Example provided on this page shows information for a Unit Dose order.

To Review/Sign STAT or NOW Orders:

- 7 At the BCMA Order Manager dialog box, perform one of the following actions:
 - Order/document another STAT or NOW medication order, beginning at step #1 of this chapter.
 - Proceed to the next step to submit orders for review and signature.
- 8 Click the **REVIEW/SIGN** button to display the Review/Sign Changes dialog box.

Example: Review/Sign Changes Dialog Box

Review / Sign Changes

Orders

Orders -

☒ ACETAMINOPHEN TAB 325 ML oral NOW DONE Give with milk. *UNSIGNED*

☒ Release to Service ☐ Verbal ☐ Telephone

OK Cancel

- 9 Review the medication orders to ensure that they are accurate and properly entered.
 - **If a medication is not applicable to the patient's order,** click inside the appropriate check box to de-select the medication.

Keyboard Only Users: Use the **ARROW** keys to move among the medication orders in the list box, and the **SPACEBAR** to deselect an order listed.

- 10 Under the Release to Service area, select (check) the Radio button (Verbal or Telephone) that applies to the STAT or NOW medication orders that are "selected" in this dialog box, and then click **OK**. The Electronic Signature Code dialog box displays. Proceed to the next step.

Keyboard Only Users: Press **TAB** to move among the Radio buttons.

Using the CPRS Med Order Button

Reviewing and Signing STAT or NOW Orders (cont.)

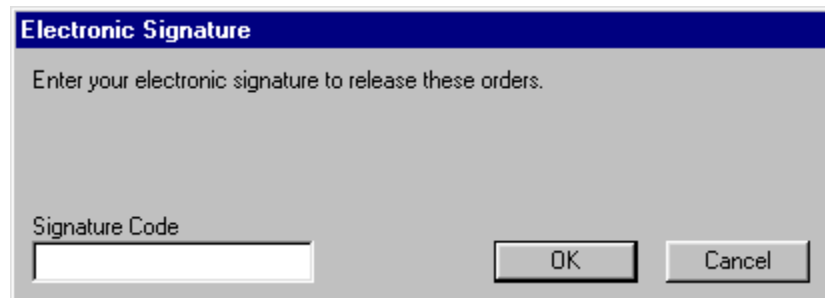
To Review/Sign STAT or NOW Orders: (cont.)

11 At the Electronic Signature dialog box, enter your signature code, and then click **OK** to finalize the order(s).

- If there are *no* problems with the order, it will process and you will be returned to the VDL.
- If there is a problem with the order, a message displays noting the problems, and the order is cancelled. You are returned to the VDL. The Provider also receives an alert message about the order(s).

Keyboard Only Users: Enter your signature code, and then press **TAB** to activate the **OK** button. Once activated, press **ENTER** to finalize the order.

Example: Electronic Signature Dialog Box



The screenshot shows a dialog box titled "Electronic Signature" with a blue header bar. Below the header, the text "Enter your electronic signature to release these orders." is displayed. At the bottom left, there is a label "Signature Code" above a text input field. At the bottom right, there are two buttons: "OK" and "Cancel".

Using the CPRS Med Order Button

Processes Completed By Each Application

This section describes the many tasks that are completed in the “background” by BCMA, CPRS, and Inpatient Medications — and those tasks that involve your Pharmacy staff.

- **BCMA** processes the orders by passing the administration date/time to Inpatient Medications, and creates an entry in the Medication Log. It then refreshes the VDL with any IV Admixture or Non-Intermittent syringe type STAT or NOW orders.
 - Unit Dose and IV Piggyback orders will *not* display on the VDL.
 - An IV bag will display on the VDL as “Infusing” in the IV Bag Chronology display area.
- **CPRS** performs order checks, marks all medications as “nurse-verified” with a priority of “Done,” and sends them to Inpatient Medications V. 5.0. The order displays under the Orders Tab in CPRS.
- **Inpatient Medications** displays orders as “nurse-verified,” expired orders requiring verification by the Pharmacy. A Pharmacist can enter a Progress Note after verifying the order.
 - The letter “d” (lowercase letter) immediately precedes the order on the Inpatient Profile to indicate that the order is done.
 - The Inpatient Medications Order View screen displays “(DONE)” in the upper left-hand corner of the screen, after the order type designation of Unit Dose or IV.

